



# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date February 16, 1982	1. Agency Address Ga. Department of Agriculture Animal Industry - Animal Disease Eradication Section 19 Capitol Sq., Atlanta, Ga. 30334	Application Number <b>74-281-A</b>	
Application Number <b>218</b>		Date Received <b>FEB 19 1982</b>	Date Completed <b>MAR 3 1982</b>
2. Person to Contact John A. Cobb, D.V.M. <i>[Signature]</i>		Working Title State Veterinarian	Telephone Number 656-3671
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>74-281-A</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest _____ Latest _____		5. Records Series Title (followed by title used in office, if different)  Cattle Herd Laboratory Test Files	
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created?  The Section administers the Livestock Health Rules and Regulations pertaining to Herd Accreditation, Herd Certification, and Validation. It records tests for Tuberculosis and Brucellosis in Cattle, and Brucellosis in Swine; receives affidavit from herd owners requesting certification, registration or validation thru owner's Veterinarian; evaluates affidavit for certification, accreditation and/or validation - if qualified issues certification, accreditation, and/or validation; inspection of herds for re-certification, re-accreditation, and/or revalidation - if qualified issues re-certification, re-accreditation, and/or re-validation certificates on selected anniversary date each year after first qualifications.			
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to:  Cattle Herd Laboratory Tests  Included are: Application to Perform Services - BD-15 Brucellosis Test Recrods - ANH 4-33 & ANH 4-54 Tuberculosis Test Recrods - ANH 6-22 Permit to Move Disease Animals - Form Ga. 27 Delinquent Herd Report - BD-25 Correspondence Quarantine (no Number)  File is arranged:      Alphabetically by farm or by herd owner			
8. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>10 daily</u> ; Seven to twelve months old <u>200</u> ; Thirteen to twenty-four months old <u>200</u> ; twenty-five months and older <u>200</u> ?      Files most active until Herd is liquidated.			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves <u>12 ft.</u> ; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                  |
|--------------------------|--------------|-----------------------------------|------------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.     |
| b. Statute of limitation | _____ years. | e. Administrative need            | <u>15</u> years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.     |

Attach copy or excerpt of laws or regulations. Explain administrative need. Files contain history of herd animals. Animals live to be 15 years old; therefore, files must be kept for life of an individual animal in order to have a complete health profile.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other see below then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 7 year(s); then \*
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 8 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

\* In accordance with provisions of USDA's uniform methods and rules, each herd must be tested and accredited as being free of tuberculosis each 6 years.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Ellis D. Liles</i>	<i>2/16/82</i>	<i>Ellis D. Liles</i>	<i>2/16/82</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	<i>3-2-82</i>
		Secretary of State/Designee	<i>2-1-82</i>
		Attorney General/Designee	<i>3-2-82</i>



# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

<b>FOR AGENCY USE</b>		<b>1. Agency Address</b>	<b>FOR RECORDS MANAGEMENT USE</b>	
Application Date February 27, 1978		Ga. Department of Agriculture Animal Industry - Animal Disease Eradication Section 19 Capitol Sq., Atlanta, Ga. 30334	Application Number <b>74-281-A</b>	
Application Number 179			Date Received MAR 10 1978	Date Completed MAR 10 1978
<b>2. Person to Contact</b> John A. Kimsey, D. V. M.		<b>Working Title</b> State Veterinarian	<b>Telephone Number</b> 656-3667	
<b>3. Action Requested</b> a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 74-281 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
<b>4. Dates of Series</b> Earliest 1956 Latest To Date		<b>5. Records Series Title (followed by title used in office, if different)</b> Cattle Herd Laboratory Test Files		
<b>6. Division and Office Function</b> What is the function of the Division and the Office in which this record series is created?  The Section administers the Livestock Health Rules and Regulations pertaining to Herd Accreditation, Herd Certification, and Validation. It records tests for Tuberculosis and Brucellosis in Cattle, and Brucellosis in Swine; receives affidavit from herd owners requesting certification, registration or validation thru owner's Veterinarian; evaluates affidavit for certification, accreditation and/or validation - if qualified issues certification, accreditation, and/or validation; inspection of herds for re-certification, re-accreditation, and/or revalidation - if qualified issues re-certification, re-accreditation, and/or re-validation certificates on selected anniversary date each year after first qualifications.				
<b>7. Record Series Description</b> This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: Cattle Herd Laboratory Tests  Included are: Application to Perform Services - BD-15 Brucellosis Test Records - ANH 4-33 & ANH 4-54 Tuberculosis Test Records - ANH 6-22 Permit to Move Disease Animals - Form Ga. 27 Brucellosis Calfhood Vaccination Records - ADE 4-24 Delinquent Herd Report - BD-25 Correspondence Quarantine (no Number)				
File is arranged: Alphabetically by farm or by herd owner				
<b>8. Monthly Reference Rate</b> How often are records referred to which are: One to six months old 40 daily; Seven to twelve months old 200; Thirteen to twenty-four months old 200; twenty-five months and older 200? Files most active until Herd is liquidated.				
<b>9. Annual Rate of Accumulation of Records</b> Letter-size drawers; Legal-size drawers; Shelves 12 ft.; Other (specify)				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	15 / _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need. Files contain history of herd Animals. Animals live to be 15 years old; therefore, files must be kept for life of an individual animal in order to have a complete health profile..

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other see below then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Cut off the active files at the end of each calendar year. Hold in the current files area for 5 years; then, transfer to State Records Center, hold 10 years; then, destroy.

#### SEE MAINTENANCE INSTRUCTIONS

\* In accordance with provisions of USDA's uniform methods and rules, each herd must be tested and accredited as being free of tuberculosis each 6 years.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Ellis D. Liles</i>	2/28/78	<i>Ellis D. Liles</i>	2/28/78

  

State Records Committee (Signature)		Date
State Auditor/Designee	<i>[Signature]</i>	3-7-78
Secretary of State/Designee	<i>Carroll Hart</i>	3-3-78
Attorney General/Designee	<i>W. H. Shell</i>	3-7-78

Recommendations in paragraph 12 are approved.  
(If disapproved, attach letter of explanation.)

STATE  
OF  
GEORGIAApplication for  
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISIONPAGE  
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1. Application Date July 29, 1974		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received      Application No.      Date Completed JUL 30 1974      74-281      AUG 22 1974	
2. Agency Application No. 145		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Animal Industry - Animal Disease Eradication Section 19 Hunter St., S. W. Atlanta, Georgia 30334		4. Person to Contact Dr. James Andrews	
5. Working Title State Veterinarian		6. Tel. No. 656-3667		7. ACTION REQUESTED TO AMEND STANDARD 394, December 4, 1972 <input type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.	
8. Earliest & Latest Dates of Series 1956 to Date		9. Exact Series Title CATTLE HERD LABORATORY TEST FILES			
10. What is the function of the office in which this record series is created?  The Section administers the Livestock Health Rules and Regulations pertaining to Herd Accreditation, Herd Certification, and Validation. It records tests for Tuberculosis and Brucellosis in Cattle, and Brucellosis in Swine; receives affidavit from herd owners requesting certification, registration or validation thru owner's Veterinarian; evaluates affidavit for certification, accreditation and/or validation - if qualified issues certification, accreditation, and/or validation; inspection of herds for re-certification, re-accreditation, and/or revalidation - if qualified issues re-certification, re-accreditation, and/or re-validation certificates on selected anniversary date each year after first qualifications. any					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).  Documents relating to Cattle Herd Laboratory Tests Included are: Application to Perform Services - BD-15 Brucellosis Test Records - ANH 4-33 & ANH 4-54 Tuberculosis Test Records - ANH 6-22 Permit to Move Disease Animals - Form Ga. 27 Brucellosis Calfhooed Vaccination Records - ADE-4-24 Delinquent Herd Report - BD-25 Correspondence Quarantine (no number) Quarantine Release (no number) Files are arranged <del>alphabetically</del> by farm or by owner.      ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers				3 10 4.5	
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
Shelving		105	157.5	72	
				AVERAGE DAILY REFERENCES	
				This Year's      Last Year's      Preceding Year's      All Prior Years	
				10      1	

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [ ] [ ]
14. Is there a duplication of this series in another office or agency? [ ] ☒ [ ]
15. Is the information contained in this series ever summarized or published?  
Attach copy of summary or publication. [ ] ☒ [ ]
16. Does the series contain classified information requiring security handling? [ ] ☒ [ ]
17. Does the series initiate, amend or terminate agency policies and procedures? [ ] ☒ [ ]
18. Could the function be performed if the files were lost or destroyed? ☒ [ ] [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [ ] ☒ [ ]
20. Does the record series provide data as input to an EDP file? [ ] ☒ [ ]
21. Does the record series contain documentation produced as EDP printout? [ ] ☒ [ ]
22. Has the Federal Government issued instructions governing the retention/disposition of these files?  
Files necessary until owner goes out of business. [ ] ☒ [ ]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [ ] [ ]

24. REQUIREMENTS. The following requires the files to be kept 15 years:

- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER See Below, then:

- ☐ Hold in the current files area    month(s)/    year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold    year(s):
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify)

Cut off the active files at the end of each calendar year. Hold in the current files area for six (6) years; then, transfer to State Records Center, hold 9 years; then, destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

\*In accordance with provisions of USDA's uniform methods and rules, each head must be tested and accredited as being free of tuberculosis each 6 years.

Records Management Officer (Signature)		Date	OTHER REQUIRED SIGNATURES	DATE
<i>Ellis D. Sikes</i>				
26. Recommendations in paragraph 25 are:		Agency Head/Designee	<i>Ellis D. Sikes</i>	
		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
		State Auditor/Designee	<i>William M. Cigna</i>	8-19-74
		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
		Secretary of State/Designee	<i>Carroll West</i>	8-16-74
		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
		Attorney General/Designee	<i>Robert Sheel</i>	8-20-74
		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		

STATE RECORDS COMMITTEE